# **Assessment Cover Sheet**

### (Print all details and attach to front of assessment task/assignment before submitting)

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| Name | ­­­­­­­­ |
| Student ID | ­­­­­­­­ |
| Phone number | ­­­­­­­­ |
| Email | ­­­­­­­­ |
| Course code & name | ­­­­­­­­ ICT50220 - Diploma of Information Technology |
| Unit code & name | ­­­­­­­­ ICTICT517 - Match ICT needs with the strategic direction of the organisation |
| Name of assessment | ­­­­­­­­ Assessment 6 - Develop action plan |
| Due Date | … / … / 2022 |
| Teacher name |  |
| Instructions |  |
| Comments | ­­­­­­­­ |

Declaration: Read, tick and sign below

* I declare that the attached assessment I have submitted is my own original work and any contributions from and references to other authors are clearly acknowledged and noted.
* This document has been created for the purpose of this assessment only and has not been submitted as another form of assessment at Melbourne Polytechnic or any other tertiary institute.
* I have retained a copy of this work for my reference in the event that this application is lost or damaged.
* I give permission for Melbourne Polytechnic to keep, make copies of and communicate my work for the purpose of investigating plagiarism and/or review by internal and external assessors.
* I understand that plagiarism is the act of using another person’s idea or work and presenting it as my own. This is a serious offence and I will accept that penalties will be imposed on me should I breach Melbourne Polytechnic’s plagiarism policy.

Student signature …………………………………………………… Date …… / .….. / …...

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| Please note that your assignment will not be accepted unless you have:   * completed all sections of the assignment * acknowledged all sources of other people’s contributions including references and students’ names for group work assessments * filled in all areas of this student assignment cover sheet. |

Assessment Task 6: Develop action plan

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| Course code and name | **ICT50220 - Diploma of Information Technology** |
| Unit code and name | **ICTICT517 Match ICT needs with the strategic direction of the organisation** |
| Due date | … / … / 2022 (Students have 2 weeks to complete this task) |
| Resources required | * Learner resources in Moodle * Access to computer and Internet * The computer used when working on tasks has to have MS Word and Excel installed |
| Learner  instructions | * This assessment is a practical project consisting of a written part and an observation. * You have two weeks to complete this task. * It is to be completed in classroom delivery of this unit. If you are unable to do this, you will be required to complete the task in your own time within the allocated completion period. * Reasonable adjustments can be made if special circumstances apply, provided the integrity of the assessment is maintained and the intent is not compromised. E.g., extension of time, oral questions and answers etc. * You must complete the coversheets and sign the student declaration. * You must answer all questions. * You have to complete the answers electronically and submit the completed assessment document electronically in Moodle by the due date.   If you have any questions about the task or concerns about your ability to complete the task, please discuss this with your Assessor. |

## Task Overview

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| Activities in this task are a continuation of activities in the previous assessment task and are based on the scenario presented in assessment 2. |
| |  |  | | --- | --- | | ***Note:*** | ***In this task you will have to report your findings to your manager and wait up to three (3) working days for a response. Because you cannot submit your ssessment without evidence of your managers response, make sure to present your findings to your manager at least 3 days before the assessment due date.*** | |

## Tasks and questions

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| You are to prepare the action plan draft using the provided template and email the draft plan to your superior for feedback and approval.  The action plan template can be found in Moodle together with your assessment document.  You have to:   1. Complete action your plan and email it to you superior. 2. Demonstrate you have ***emailed*** the action plan to your superior ***for review and feedback***. 3. Demonstrate you have ***received feedback*** from superior containing a statement about the changes required. 4. If changes or corrections are required:    1. Incorporate changes/corrections in accordance with the feedback you received from your superior in your action plan.    2. Email the corrected action plan to your superior requesting another review and feedback.    3. Repeat a., b. and c. until no further changes are required.   ***Note : You will get a maximum of three attempst (initial plan plus two correctin attempts) to present changes and corrections.***   1. Demonstrate you have ***received approval*** from your superior to proceed with your action plan. 2. Submit ***this document*** ***AND your approved final action plan document*** in Moodle   When communicating with your superior must use appropriate workplace etiquette.  ***Your teacher will take on the role of the YAT College Network Manager and act as your superior. For email communication use your teachers name and email address.*** |

#### Prepare action plan draft and email the document to your superior for feedback

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| To develop the action plan, proceed as follows:   * Download the action plan document template and in the filename replace '***Template***' with '***Final***':   Name before: ICTICT517-Assmt-6-Action-Plan-***Template***…..docx  Name after: ICTICT517-Assmt-6-Action-Plan-***Final***-…..docx   * Complete the action plan draft table as instructed in the document.   Using correct etiquette of communication, email the action plan document to your superior and request feedback. Note that your teacher will play the role of your supervisor for the purpose of this assessment task.  Demonstrate that you have emailed the completed action plan document to your superior and, using appropriate conventions and protocols of communication, requested a review of the document. |

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| 1 | To demonstrate that you have emailed the completed action plan document to your superior using appropriate conventions and protocols of communication, compose and send an email to your superior [use email address and name of your teacher].  This email must contain:   * Subject line relevant to the context of the email. * Statement of the purpose and context of the email. * Request for feedback about the action plan.   Limit your request to between 5 – 20 words.   * Appropriate conclusion statement. * Your completed action plan document shown as attachment to the email.   Take a screenshot of the email that you have sent to your superior. The screenshot must clearly show the date/time, recipients, subject line the complete message body and the attachment of the email sent to your superior.  Paste the screenshot in the answer area below. | | |
| ANSWER | | SATISFACTORY | UNSATISFACTORY | |
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#### Confirm you have received feedback about your action plan draft

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| Your superior will reply via email withing three working days and provide feedback about your action plan.  You are to provide evidence that you received of the feedback you received from your superior including a statement about the changes required.  If changes or corrections are required:   * 1. Incorporate changes/corrections in accordance with the feedback you received from your superior in your action plan.   2. Email the corrected action plan to your superior requesting another review and feedback.   Repeat a. and b. if required.  ***Note : You will get a maximum of three attempst (initial plan plus two correction attempts) to present changes and corrections.*** |

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| 2 | Take a screenshot of the *feedback email* from your superior showing the statement about the changes required. The screenshot must clearly show the date/time, recipients, subject line and the complete message body of the email reply sent to you by your superior.  Paste the screenshot in the answer area below.   |  |  | | --- | --- | | ***Note:*** | ***Carefully check the email feedback response from your superior. You must address and resolve any issues highlighted before you will receive the approval for the action plan.*** | | | |
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#### Confirm you have approval to proceed with your action plan

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| To reach agreement for the project to proceed, your superior will present your final action plan to the management team and inform you via email whether your action plan was approved.  You are to provide evidence that you obtained approval for your action plan. |

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| 3 | Take a screenshot of the *approval email* in which your superior confirms that your action plan has been approved.  The screenshot must clearly show the date/time, recipients, subject line and the complete message body of the email reply sent to you by your superior.  Paste the screenshot in the answer area below. | | |
| ANSWER | | SATISFACTORY | UNSATISFACTORY |
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#### Submit assessment and action plan draft in Moodle

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| You must submit the following ***two*** documents in Moodle:   1. This assessment document 2. Your ***final*** action plandocument |

## Student Declaration (hard copy submission only)

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| Please read, tick and sign below | | | |
| * I declare that the attached assessment I have submitted is my own original work and any contributions from and references to other authors are clearly acknowledged and noted. * This document has been created for the purpose of this assessment only and has not been submitted as another form of assessment at Melbourne Polytechnic or any other tertiary institute. * I have retained a copy of this work for my reference in the event that this application is lost or damaged. * I give permission for Melbourne Polytechnic to keep, make copies of and communicate my work for the purpose of investigating plagiarism and/or review by internal and external assessors. * I understand that plagiarism is the act of using another person’s idea or work and presenting it as my own. This is a serious offence and I will accept that penalties will be imposed on me should I breach Melbourne Polytechnic’s plagiarism policy. | | | |
| Student Signature | X | Date |  |
| Please note that your assignment will not be accepted unless you have:   * Completed all sections of the assignment * Acknowledged all sources of other people’s contributions including references and Students’ names for group work assessments * Completed all areas of this Student assignment cover sheet. | | | |